ATHENS COLLEGE

BULLETIN

ATHENS, ALABAMA

Calendar and Curricula

1951-52

Summary of Information

ADMISSION: By certificate from an accredited high school. Minimum of fifteen acceptable high school units. From non-accredited high school by examination. Veterans may be admitted on basis of satisfactory G.E.D. test score.

COLLEGE CALENDAR

1951-1952

Summer Quarter, June 4, 1951-August 24, 1951
Fall Quarter, September 17, 1951-December 7, 1951
Winter Quarter, December 10, 1951-March 7, 1952
Spring Quarter, March 10, 1952-May 30, 1952

EXPENSES: Local students—$85.00 per quarter, which includes everything except student activity fee and special fees.

Boarding students—$190.00 per quarter, which includes everything except student activity fee and special fees.

MINIMUM REQUIREMENTS FOR DEGREE:
Total of 195 quarter hours of work and 195 quality points. Major subject 40-50 quarter hours; minor subject 30-40 quarter hours.

Required Subjects for B.A. Degree

Art Appreciation	5 hours
Bible and Religious Education	15 hours
Education and Psychology	10 hours
English	20 hours
Foreign Language	10 hours
Health and Physical Education	6 hours
History	10 hours
Mathematics	10 hours
Music Appreciation	5 hours
Physical Sciences	10 hours
Public Speaking	3 hours
Social Sciences	10 hours
Electives	79 hours

COURSES OF STUDY: General college course leading to the B.A., or B.S. in Commerce degree with a major in one of the following subjects:

Accountancy, Biology, Business Administration, Chemistry, Commercial Education, English, Foreign Language, History, Mathematics, Secretarial Science, and Religion.

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Published Quarterly by
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ATHENS, ALABAMA

COLLEGE BULLETIN

Volume 13 Number 1

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1951 CALENDAR 1952

1951

JANUARY						
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Calendar 1951-52

SUMMER QUARTER 1951

June 4	Monday	Summer Quarter Begins
June 4	Monday	College Entrance Examinations
June 6	Wednesday	Registration
June 7	Thursday	Classes Begin
July 4, 5, 6	Wed., Th., Fri.	Holidays—Independence Day
July 13	Friday	First Half Summer Session Ends
July 16	Monday	Second Half Summer Session Begins
August 22, 23, 24	Wed., Th., Fri.	Final Examinations
August 24	Friday	Summer Sessions Ends

ACADEMIC YEAR 1951-52

September 17	Monday	Fall Quarter Begins
September 17	Monday	College Entrance Examinations
September 18	Tuesday	Registration
September 19	Wednesday 8 A.M.	Classes Begin
September 19	Wednesday	Fall Quarter Convocation
September 21	Friday	Last Day for Schedule Changes
September 30	Sunday Afternoon	Founders Tea
October 1-5		Founders Week
November 21	Wednesday noon	Thanksgiving Holidays Begin
November 26	Monday 8 A.M.	Thanksgiving Holidays End
December 5, 6, 7	Wed., Thur., Fri.	Final Examinations
December 7	Friday	Fall Quarter Ends
December 10	Monday	Winter Quarter Begins
December 10	Monday	Registration
December 11	Tuesday 8 A.M.	Classes Begin
December 12	Wednesday	Winter Quarter Convocation
December 14	Friday	Last Day for Schedule Changes
December 19	Wednesday noon	Christmas Holidays Begin
January 2	Wednesday 8 A.M.	Christmas Holidays End
March 5, 6, 7	Wed., Thur., Fri.	Final Examinations
March 7	Friday	Winter Quarter Ends
March 10	Monday	Spring Quarter Begins
March 10	Monday	Registration
March 11	Tuesday 8 A.M.	Classes Begin
March 12	Wednesday	Spring Quarter Convocation
March 14	Friday	Last Day for Schedule Changes
March —	Wednesday noon	Spring Holidays Begin, A.E.A. Meet.
March —	Monday 8 A.M.	Spring Holidays End
May 25	Sunday	Baccalaureate Sunday
May 28	Wednesday	Commencement
May 28, 29, 30	Wed., Thur., Fri.	Final Examinations
May 30	Friday	Spring Quarter Ends

Board of Trustees

OFFICERS

P. W. Hendricks—*President*
T. S. Woodroof—*Secretary*

EXECUTIVE COMMITTEE

P. W. Hendricks—*Chairman*
T. S. Woodroof—*Secretary*
R. C. Martin
A. H. Nabors
P. S. Dunnavant

MEMBERS

Term Expires 1953:

P. W. Hendricks—Athens
J. J. Sparkman—Washington, D. C.
A. H. Nabors—Huntsville
J. Gordon Daves—Cullman
Roy Hewlett—Decatur
R. B. Lavender—Birmingham
C. M. Pinson—Birmingham

Term Expires 1952:

W. G. Bartee—Jasper
R. E. Kimbrough—Anniston
John S. Christian—Ensley
R. C. Martin—Athens
Tom Rogers—Florence
Hunt Cleveland—Anniston
W. W. Walker—Birmingham

Term Expires 1951:

L. D. Patterson—Ensley
R. L. Archibald—Birmingham
P. S. Dunnavant—Huntsville
T. S. Woodroof—Athens
L. S. Beaird—Gadsden
Sim S. Wilbanks—Alexander City

ADVISORY COUNCIL

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Executive Director, Association of American Colleges, Washington, D. C.

George E. Carrothers, Ph. D.—*Vice-Chairman,* Ann Arbor, Michigan
Director, Bureau of Cooperation with Educational Institutions, University of Michigan, Ann Arbor, Michigan

Frank W. Oakes, B. A.—*Secretary,* Decatur, Ala.
Supervisor, Public and Industrial Relations, Wolverine Tube Division, Decatur, Alabama

C. B. Glenn, LL. D., Litt. D.—Birmingham, Alabama

Mrs. T. J. Cottingham—President of the Woman's Society of Christian Service, North Alabama Conference, Decatur, Alabama.

Mrs. L. R. Nash—Decatur, Alabama

Casper A. Ruf—Industralist, Parkersburg, West Virginia

Officers of Administration

PERRY B. JAMES, B. D., M. Ed., D. D.—*President*

CHARLES J. KEENE, JR., M. A.—*Dean*

R. H. RICHARDSON, JR.—*Treasurer*

LOLA C. CRUTCHFIELD—*Registrar*

S. LAWS PARKS, B. S.—*Bursar*

WALTER E. FAIRMAN, Ph. D.—*Dean, Adult Education*

CHARLES H. OWENS, M. S.—*Director of Admissions*

FORREST S. WARD, M. A.—*Dean of Students*

HARRIETT W. JONES—*Asst. Dean of Students*

EDWIN C. OSBURN, B. S. in L. S., Th. M.—*Librarian*

ADMINISTRATIVE ASSISTANTS AND OTHER PERSONNEL

J. O. BELUE, M. D.—*Physician*

MABLE D. DAVIS, B. S.—*Bookkeeper*

J. FLETCHER DUNN, A. B.—*Chaplain*

JAMES H. HARRISON—*Supt. of Buildings and Grounds*

JAMES S. PARKS—*Manager of College Bookstore*

IRENE G. ROCKHILL—*Secretary to the President*

THELMA WALKER—*Dietitian*

RUTH E. WOOTON—*Nurse*

Faculty

JAMES, PERRY B.—*President*

A. B., Birmingham-Southern, Birmingham, Alabama, 1924. B. D., Garrett Graduate School of Theology, Northwestern University, Evanston, Illinois, 1926. M. Ed., University of Miami, Miami, Florida, 1947. D. D., Florida Southern College, Lakeland, Florida, 1947.

CARTER, THOMAS J.—*Associate Professor of Chemistry and Physics*

B. S., Mississippi State College, Starkville, Mississippi, 1930. M. S., Mississippi State College, Starkville, Mississippi, 1946.

EULER, HARRISON L.—*Professor of Education and Psychology*

A. B., Washburn College, Topeka, Kansas, 1917. A. M., 1922, and Ph. D., 1935, Teachers College, Columbia University, New York City.

FAIRMAN, WALTER E.—*Professor of Business*

A. B., Campbell College, Kansas City, Missouri, 1915. A. M., University of Southern Minnesota, Austin, Minnesota, 1916. Ph. D., Milton University, Baltimore, Maryland, 1928.

GARRETT, R. L.—*Professor of Mathematics*

A. B., Georgia State College, Bowdon, Georgia, 1929. M. A., University of North Carolina, Chapel Hill, North Carolina, 1930. Fellowship in Mathematics, University of North Carolina, Chapel Hill, North Carolina, 1931.

HALE, DENNIS P.—*Assistant Professor in Business Administration*

B. S., Middle Tennessee State College, Murfreesboro, Tennessee, 1948. M. A., George Peabody College for Teachers, Nashville, Tennessee, 1949.

HALE, SARAH MAXWELL—*Instructor in Home Economics*

B. S., Middle Tennessee State College, Murfreesboro, Tennessee, 1948.

HAWKINS, MARIDENE LEE—*Assistant Professor of Music*

B. A., Drake University, Des Moines, Iowa, 1948. M. Mu., Oklahoma Universtiy, Oklahoma City, Oklahoma, 1949. Graduate work, Denver University, Denver, Colorado.

HENRY, WAIGHTS G.—*Visiting Professor of Religion and Sociology*

A. B., Southern University, Greensboro, Alabama, 1900. B. D., Vanderbilt University, Nashville, Tennessee, 1902. A. M., University of Alabama, Tuscaloosa, Alabama, 1912. Graduate work, University of Chicago, Chicago, Illinois, 1911. Graduate work, Harvard University, Cambridge, Mass., 1912. Ph. D., Boston University, Boston, Mass., 1918. D. D., Birmingham-Southern, Bir-

mingham, Alabama, 1925. LL. D., University of Alabama, Tuscaloosa, Alabama, 1927.

JAMES, DAISY FAI.....*Instructor in Music*

B. M., Alabama College, Montevallo, Alabama, 1929. Graduate Work, Cincinnati Conservatory of Music, Cincinnati, Ohio, 1929.

KEENE, CHARLES J.....*Associate Professor of Education and Psychology*

B. S., East Tennessee State College, Johnson City, Tennessee, 1940. M. A., George Peabody College for Teachers, Nashville, Tennessee, 1948. Graduate work Ph. D., George Peabody College for Teachers, Nashville, Tennessee, 1950.

MATHEWS, CHARLES E.....*Professor Romance Languages*

A. B., Amherst College, Amherst, Massachusetts, 1901. Ph. D., Johns Hopkins University, Baltimore, Maryland, 1908.

OSBURN EDWIN C.....*Professor Library Science*

A. B., Howard College, Birmingham, Alabama, 1921. Th. M., Southern Baptist Theological Seminary, Louisville, Kentucky, 1925. B. D., Crozer Theological Seminary, Chester, Pennsylvania, 1931. Graduate Study, University of Pennsylvania, Philadelphia, Pennsylvania, 1929-1936 (part-time). B. A. in Library Science, University of North Carolina, Chapel Hill, North Carolina, 1937.

OSBURN, OLLIE Y.....*Assistant Professor of English*

A. B., Howard College, Birmingham, Alabama, 1925. B. D., Crozer Theological Seminary, Chester, Pennsylvania, 1934. A. M., University of Pennsylvania, Philadelphia, Pennsylvania, 1942.

OWENS, CHARLES H. III.....*Assistant Professor of Biology*

A. B., University of Alabama, Tuscaloosa, Alabama, 1949. M. S., University of Alabama, Tuscaloosa, Alabama, 1950.

PRICE, EDWIN C.....*Instructor in History*

B. S., George Peabody College for Teachers, Nashville, Tennessee, 1939. M. A., George Peabody College for Teachers, Nashville, Tennessee, 1940. Graduate work, summers 1940 and 1948, George Peabody College for Teachers, Nashville, Tennessee.

PURIFOY, LEWIS M., JR.....*Assistant Professor of History*

B. A., Maryville College, Maryville, Tennessee, 1947. M. A., University of Tennessee, Knoxville, Tennessee, 1948. Graduate work Ph. D., University of North Carolina, Chapel Hill, North Carolina, 1949-1950.

RUDOLPH, KEENER L.....*Professor Religious Education*

A. B., Emory and Henry College, Emory, Virginia, 1911. B. D., Emory University, Atlanta, Georgia, 1915. D. D., Athens College, Athens, Alabama, 1937.

STONE, LLOYD S. *Assistant Professor of Mathematics*

A. B., Athens College, Athens, Alabama, 1947. Graduate Study M. A., George Peabody College for Teachers, Nashville, Tennessee.

VALDES, DONALD M.—*Instructor in Social Science*

B. A., State Teachers College, Montclair, New Jersey, 1948. M. A., George Peabody College for Teachers, Nashville, Tennessee, 1949.

VANN, FAYE—*Instructor in Business Administration*

B. S., Florence State Teachers College, Florence, Alabama, 1950.

WALLACE, LEONARD DEL—*Professor of English*

A. B., University of Kentucky, Lexington, Kentucky, 1909. M. A., University of North Carolina, Chapel Hill, North Carolina, 1935.

WARD, FOREST SHELLY—*Assistant Professor of Education and Psychology*

B. Ped., State Teachers College, Troy, Alabama, 1910. B. S., University of Alabama, Tuscaloosa, Alabama, 1914. M. A., Teachers College, Columbia University, New York City, 1927.

WARREN, JAMES H.—*Instructor in Speech and Drama*

B. A., University of North Carolina, Chapel Hill, North Carolina, 1947. M. A., Northwestern University, Evanston, Illinois, 1948. M. A., Scarritt College for Christian Workers, Nashville, Tennessee, 1950.

WOODROOF, JAMES W.—*Instructor Business Law*

LL. B., University of Alabama, Tuscaloosa, Alabama, 1949.

WOOTON, M. E.—*Associate Professor History and Social Science*

A. B., Indiana University, Bloomington, Indiana, 1929. M. A., Florida Southern College, Lakeland, Florida, 1934.

COMMITTEES OF THE FACULTY

The first person named is chairman. The President of the College is a member of all committees.

Administrative—Mr. Keene, Mrs. Crutchfield, Mr. Euler, Mr. Fairman, Mr. Owens, Mr. Richardson, Mr. Ward.

Admissions—Mrs. Crutchfield, Mr. Fairman, Mr. Keene, Mr. Mathews, Mr. Wooton.

Athletics—Mr. Hale, Mr. Stone, Mr. Garrett.

Catalogue, Curriculum and Degrees—Mr. Keene, Mrs. Crutchfield, Mr. Carter, Mr. Euler, Mr. Owens, Mr. Purifoy.

Chapel—Mr. Rudolph, Miss Hawkins, Mr. Parks.

Faculty Research—Mr. Euler, Mrs. Osburn, Mr. Purifoy, Mr. Valdes.

Library—Mr. Wallace, Mr. Osburn, Mr. Purifoy, Mr. Valdes.

Publications and Publicity—Mr. Euler, Mr. Fairman, Miss Hawkins, Miss Vann.

Public Functions—Mr. Mathews, Mrs. James, Mr. Warren.

Religious Life—Mr. Warren, Mr. Rudolph, Mr. Ward.

Student Activities—Mr. Ward, Miss Hawkins, Mr. Warren, Mr. Wooton.

Social Life—Mr. Hale, Mrs. Jones, Miss Vann, Mrs. Wooton.

General Information

LOCATION

The city of Athens in which Athens College is located, is halfway between Nashville and Birmingham, in a beautiful section of the state. Athens is served by the Louisville and Nashville railroad and by modern bus lines on highways 31 and 72.

HISTORY

In 1822, five years after the incorporation of Athens, four years before the admission of Alabama into the Union, the citizens of Athens bought five acres of land, erected a building, and named the institution Athens Female Academy. Twenty-one years later, October, 1842, in three weeks' time, the citizens of Athens raised a ten thousand dollar endowment for a four-year college which was chartered in January, 1843, as the Athens Female Institute. In 1931 the college became co-educational. Later the name was changed to Athens College, now one of the oldest colleges in the South having a continuous history. Athens College trains leaders in business and education, many having earned graduate degrees in outstanding institutions; and her students are laymen, ministers, and missionaries in fourteen foreign lands.

POLICY

Athens College, owned and operated by the Methodist Church, emphasizes modern education and Christian living. The student and his needs are the center of the educational process through which he is introduced to the general field of knowledge and given a chance to acquire a reasonable mastery of some field of major interest. Individuality, scholarship, and leadership are encouraged and honored; and the final goal for every worthy student is purposeful Christian living in the home and leadership in church, school, and state.

BUILDINGS

Founders Hall

This building, started in 1842 and finished in 1844, presents a beautiful front, having four magnificent Ionic columns. Three wings, added later, have made Founders Hall the center of college

life giving space for students' rooms, reception halls, kitchen and dining room, classrooms, library, and administrative offices.

Florence Brown Hall

Built in 1909 as a memorial to Miss Sarah Frances Brown, this dormitory has Ionic columns across the north front of a modern colonial building.

McCandless Hall

Erected in 1912 by local citizens and the North Alabama Conference of the Methodist Church as a memorial to a former director of music, Miss Kate Leslie McCandless, this building is a monument to culture. It has a large auditorium, equipped with a pipe organ and a stage, and seats about seven hundred. Studios and practice rooms are provided for the art and music departments.

Sanders Hall

A three-story brick dormitory, having steam heat and running water in each room, built in 1924 as a memorial to W. T. Sanders, former president of the Board of Trustees, accommodates eighty-six girls. Each floor has three baths, showers, kitchenette, and a small laundry room. Four attractive parlors grace the first floor.

Gymnasium and Swimming Pool

Erected in 1918 through the efforts of students and trustees, this building has a gymnasium and swimming pool which can be used throughout the year.

Heating Plant

Boilers supplying steam pressure to heat all buildings and to heat water are housed in a neat brick building.

Other Buildings

The college owns a number of faculty homes and apartments, as well as some temporary buildings used for various purposes.

Dining Hall

The kitchen and dining room, located in Founders Hall, are modern in every respect. Food is under the direction of a trained dietitian. Wholesome, well-prepared food is served family style.

Infirmary

Located in Sanders Hall, the infirmary has a nurse and a physician in charge. Minor illness is treated without charge, but the actual cost of protracted illness must be met by the student.

Library

The library has accessioned approximately fifteen thousand volumes and is in charge of a trained librarian. Both reference and general collections have interesting old material, including early American imprints and Atheniana, as well as modern materials. The library annex, completed in 1947, provides space and materials for students and faculty. Current periodicals are attractively displayed to encourage both the studious and popular readers.

EVENING CLASSES

Evening classes at Athens College are offered primarily for those who are unable to attend day classes. Courses offered are chosen from the regular departmental listings and are offered for college credit to those who meet the admission requirements of the College. Most classes meet five nights per week and are scheduled for a fifty minute period between the hours of 7:00 and 10:00 P. M.

CORRESPONDENCE

Correspondence concerning the general interests of the College or any of its departments may be addressed to the PRESIDENT.

Communications concerning academic matters and students grades should be addressed to the DEAN.

Requests for catalogues, application blanks, and information concerning the admission of students should be addressed to the DIRECTOR OF ADMISSIONS.

Communications concerning dormitory life or health of students should be addressed to the DEAN OF STUDENTS.

Correspondence concerning college charges or the payment of bills should be addressed to the BURSAR.

Requests for transcripts of records or information about alumni should be addressed to the REGISTRAR.

General Regulations

Deportment

The college assumes that students understand that education includes the development of cultural attitudes, personal qualities, and social habits. The college further holds that the student should display an intelligent and sensitive attitude toward social and moral obligations. The administration reserves the right to exclude a student whose conduct is considered to be in contravention to these standards. Policies relating to deportment are formulated by the faculty Committee on Student Affairs on which students have representation.

Damage to College Property

Any damage to College property, resulting from carelessness or negligence on the part of a student, must be paid for by the student. The cost of the damage will be determined by the College.

Living Arrangements

All living arrangements for women whose homes are not in Athens must be approved by the Dean of the College. All women students who do not live at home will be expected to live in the girls dormitory, Sanders Hall. At the request of the Parent or Guardian of a woman student whose home is not in Athens, permission may be obtained for the student to live with a relative or in an approved home in the vicinity of the College. The College does not assume responsibility for women students who live outside the college residence hall in cases where such permission is granted.

Quarter System

Athens College is on the quarter system. The unit of credit is the quarter hour. Most courses carry five quarter hours credit and meet five times per week for twelve weeks. Some courses are offered only one, two, or three times a week and carry corresponding credit.

Registration

For time of registration see the calendar. Students registering

other than on the Registration date set will be charged a fee of $2.50 for the privilege of late registration.

No credit will be given in a course for which a student has not been officially registered.

In registering for any quarter, the student must give precedence to prescribed courses in the order in which they are arranged; freshmen courses for freshmen, sophomore courses for sophomores, junior courses for juniors, and senior courses for seniors. After a student's program of courses has been approved at the beginning of each quarter, it may not be changed except upon the written approval of the instructors concerned and of the Dean. A charge of $1.00 is made for the privilege of any change in schedule after one week. Any course dropped after the beginning of the third week of a quarter, or without official permission at any time, is regarded as a failure and is so recorded.

Students who enter after the time designated for registration may at the discretion of the Dean be limited to less than the usual schedule of work. After two weeks of the term have been completed no student may register for credit.

The College reserves the right to withhold the privilege of registration from any student who in the judgment of his instructors or of the administration is considered incompetent in scholarship or whose continuance for other reasons is deemed undesirable.

Rules Governing Absences

Prompt attendance at all class meetings is required at Athens College. A student who is excessively absent from class without valid reason is subject to being placed on probation or dropped from the college for the current quarter.

A student must be present at least two-thirds of the total number of class meetings in a course in order to be eligible for credit in that course, irrespective of the reason for absence or the grade of work the student may be doing in that course.

Copies of the complete regulations concerning class attendance may be secured from the Dean's office.

Health and Physical Education

The purpose of this training is to keep the students in first-class physical condition and to lead them to appreciate the value of regular habits of physical exercise in promoting good health. All students are required to take physical training, devoting two hours per week to some form of healthful exercise. One hour of credit is given for two hours of work. (See Physical Education Department.)

Schedule for the Week

Most of the classes meet regularly five times each week, beginning on Mondays. As a rule, laboratory work will be done in the afternoons.

Classification of Students

Students are classified as follows:

Freshmen.—Those who meet the admission requirements and who are carrying twelve or more hours of work.

Sophomores.—Those who have one-fourth or 49 college credits and one-fourth or 49 quality points completed.

Juniors.—Those who have one-half or 98 college credits and one-half or 98 quality points completed.

Seniors.—Those who have three-fourths or 145 college credits and three-fourths or 145 quality points completed.

Special students are those who are not candidates for degrees, or those who are registered for less than twelve hours of work.

Grading System

Final examinations are given at the end of each quarter. The final grade of each student, however, is not dependent wholly upon the final examinations, but upon summation of daily work, tests, laboratory work, notebooks, and other material, required or voluntary, together with the final examination. The resulting grades are indicated by letters as follows:

A denotes excellent, 90-100; B, good, 80-89; C, average, 70-79; D, passing, 60-69; E, Conditioned; F, failed to pass; I or Inc.,

incomplete. A condition may be removed by examination; or, in case of a continued course, a condition on the first quarter's work may be removed by making C on the second quarter. An incomplete must be removed during the succeeding quarter. A condition removed shall not yield a grade higher than D.

Quality Points

A secures three quality points per quarter hour of instruction; B, two; C one; and D, none per quarter hour of instruction. Every F will reduce 1 quality point per college credit carried by the course.

For GRADUATION 195 QUALITY POINTS ARE REQUIRED.

Any student who fails to pass five quarter hours of work carried through a quarter is automatically dropped from college, but may be reinstated after a lapse of one quarter. A regular student who fails to pass ten hours of work will be placed on probation.

Amount of Work to Be Carried at One Time

No student is classified as a regular college student who does not do at least ten hours of classroom work a week. No candidate for a degree will be allowed to take less than twelve nor more than eighteen hours of classwork, except by special permission from the Dean. The maximum number of hours for a Freshman is seventeen. The average student load is sixteen hours.

Special Examinations

Special examinations to remove conditions or incompletes may be taken any time after the lapse of three weeks in the next quarter, subject to the approval of the instructor concerned. All conditions or incompletes must be removed the following quarter or they become failures. Only one examination may be taken to remove a condition. A fee of three dollars, payable in advance at the Bursar's office, is charged for each special examination.

Majors and Minors

At the beginning of the Sophomore year, each student who is a candidate for a degree should select a major. The major must

consist of courses pursued in one department of the college. A minor should be chosen by the close of the Sophomore year.

The student must complete not less than forty and not more than fifty hours in his major and not less than thirty hours in his minor. Those majoring in any department must have at least fifteen hours in courses numbered 30 or above; those minoring in any department must have at least nine hours in courses numbered 30 or above; and of the total hours for graduation a minimum of 60 hours in courses numbered 30 or above shall be required.

Students may major in the following subjects for a degree: Accountancy, Biology, Business Administration, Chemistry, Commercial Education, English, Foreign Language, History, Mathematics, Secretarial Science and Religion. Minors are offered in Art, Education and Psychology, Music, Social Science, and Speech and Drama. A student wishing to qualify for a Teacher's Certificate should minor in Education and Psychology.

FINANCIAL INFORMATION

The student upon registering is charged all fees for the quarter by the Bursar. Once registration is completed, the full charges remain in effect, with the following exceptions:

1. If a student files proper notice of withdrawal with the Dean of the college, with a doctor's recommendation or other valid reasons, tuition and fees will be refunded on a proration basis.

PRORATION OF CHARGES

Period of student attendance at Athens College from time of enrollment.	*Charges made:*
One week or less	20%
Between one and two weeks	40%
Between two and three weeks	60%
Between three and four weeks	80%
Between four and five weeks	100%
Over five weeks	100%

2. Under no conditions are any refunds made of payment for tuition and fees in case of unauthorized withdrawal or dis-

missal. Adjustments on room and board may be granted after the end of the second week of the quarter and thereafter. Adjustments will be made on a proration basis.

3. The use of partial payments in no way releases the obligation for a full settlement of the quarterly charges other than room and board. By act of registration the above agreement is made.

METHODS OF PAYMENT

Tuition, room and board, and all fees are payable in advance at the time of registration. Upon request, bills will be sent to the parents, but must be paid at time stated.

A deposit of $10 is necessary for the reservation of a room, which amount will be credited on bill rendered at the beginning of the quarter. This will be refunded if reservation is cancelled on, or before, date of registration.

Students registering late are charged a fee of $2.50.

Checks and money orders should be made payable to Athens College and mailed direct to the Treasurer or Business Office.

The following list of expenses represents the entire cost of a quarter with the exception of books:

EXPENSES

The quarterly charges for *local* students are $85.00, which includes everything, except the Student Activity fee and Special fees.

The quarterly charges for *boarding* students are $190.00, which includes everything except the Student Activity fee, ironing fee, and special fees.

Part-time courses are paid for at the rate of $5.00 per quarter hour.

No student, who has not paid in full the financial agreement made at the beginning of the quarter, shall be allowed to take the quarter examinations; to share in any distinction; nor to receive an honorable dismissal, a record of college standing, a certificate, diploma, or a transcript of credit.

All rooms have Yale locks. Before entering his room each student must make a deposit of 50c (fifty cents) to secure his key.

All students must pay $1.50 per school year for the use of the ironing room and $2.50 per year for the privilege of using a radio in their room. These fees are charged for the extra electricity and upkeep of the laundry room and must be paid in cash at the beginning of the year. Each student must furnish his own iron and radio.

Student Activity Fee

The Student Activity fee of $3.00 per quarter entitles the student to receive the College newspaper and Yearbook and to attend many designated programs without additional charge. This fee is charged to all students.

Terms

When two boarding students are entered from the same family, a discount of five per cent will be given.

Damage to furniture and all breakage will be charged to the one doing the damage. When this cannot be ascertained, the damage will be assessed against the occupants of the room.

Books, stationery, etc., are sold for cash only.

Students and teachers should bring with them sheets, blankets, pillows and pillowcases, towels, laundry bags, and a glass tumbler for use in their rooms.

Loan Funds

Joe Wheeler Memorial	$500.00
Delta Kappa Gamma	100.00
Phi Sigma Literary Society	100.00
Saturday Culture Club	315.00

Scholarships

Wolverine Tube Division of Calumet and Hecla Consolidated Copper Company, Decatur, Alabama $500.00
Awarded to an outstanding Junior or Senior student on the recommendation of the Scholarship Committee.

Ministerial Scholarships

A scholarship of $42.50 per quarter is granted to licensed ministerial students. On the basis of normal tuition and fee charges, this leaves an average balance of $42.50 per quarter to be paid by the students.

Ministers' Children

Ministers' children will be given a scholarship of $42.50 per quarter.

Quarterly Fees

Piano lessons, private, two a week	$ 30.00
Piano lessons, Private, one a week	15.00
Pipe Organ lessons, private, two a week	30.00
Voice lessons, private, two a week	30.00
Voice lessons, private, one a week	15.00
Violin lessons, private, two a week	30.00
Practice on Piano, one hour a day	2.00
Practice on Organ, one hour a day	2.00
Speech, private	30.00

Full time students may register for one or two private lessons per week in Organ, Piano, Voice, or Speech without payment of a special fee. Students availing themselves of this opportunity are expected to participate in College group organizations such as the Choir and Dramatic Club.

Courses for degrees in excess of 17 hours weekly, per quarter hour	5.00

Laboratory Fees:

Chemistry	1.00
Physics	1.00
Biology	1.00
Art	1.00
Home Economics (Foods)	7.50
Home Economics (Sewing)	3.00
Typewriting	4.00
Breakage fee for Science Courses	5.00
Breakage fee for boarding students. This fee will be refunded at the end of the school year if no breakage or damage occurs.	1.00
Fee for Diploma	$10.00

Admissions

Admission to Athens College may be made through one of the following methods: (1) By certificate from an accredited high school, or from a non-accredited high school by examination; (2) by transfer from another college, providing the record is clear at that institution. Mature persons, who are not less than twenty-one years of age and who cannot present an acceptable high school certificate or college transcript, may be admitted to the College for such courses as they are prepared to undertake.

General Admission Procedures

1. Procedure in filing an application

(a) The applicant must fill in an application for admission blank which may be secured from the Director of Admissions.

(b) The applicant is required to submit two character references, a health certificate, and a small photograph (2" by 3").

(c) The applicant must file with the Registrar an official transcript of the work taken in high school. This transcript should show graduation from high school and a minimum of 15 units as specified below:

English	3
Language	2*
Mathematics	2**
Science	1
Social Science	1
History	1
Electives	5†

(d) The College reserves the right to reject any application for admission for any reason deemed sufficient by the college.

2. Admission With Advanced Standing

Students transferring from other colleges are subject to the following regulations.

(a) They must file with the Registrar an official transcript from all colleges previously attended and a statement of honorable dismissal from the college last attended.

*If two units in one language are not offered for admission, the student must complete two courses in elementary language in addition to the two language courses required for graduation.

**If two units in mathematics are not offered for admission, the student must complete two non-credit courses in mathematics.

†Not more than 4 units of the elective courses may be offered in Vocational and Commercial subjects.

(b) They must satisfy the entrance requirements at Athens College. If necessary, college credits will be deducted to satisfy these requirements.

(c) Advanced credits offered will be evaluated in accordance with Athens College requirements for graduation.

(d) If credits are presented from a college that is not fully accredited they must be verified by taking advanced courses in the same subjects. If satisfactory work is done, then full credit will be allowed. Otherwise credits for advanced standing will be discounted.

(e) No advanced standing is allowed beyond the Junior year in the case of students who have not attended Athens College beforehand. The last 45 hours must be taken in residence at Athens College. Residence is interpreted to mean either summer school or regular term work. The 45 hours are furthermore interpreted to mean one full year of work or two and one-half summers. However, if a student has had at least one year of work at Athens College, he may graduate by attending the last quarter or the last full summer term before receiving his degree.

3. Admission of Unclassified or Special Students

Athens College offers classes primarily for two groups: adults who are able to profit from the work undertaken but are not interested in degree credit, and students working toward degrees. Requirements for these two groups differ substantially.

(a) Provision is made for the admission of a restricted number of mature persons who are unable to meet the regular entrance requirements, provided that such students give evidence of being able to pursue successfully the courses which they desire. Such evidence may be in the form of intelligence tests, aptitude tests, achievement tests, or whatever the College may require.

(b) Students seeking degree credit must meet the specific requirements for admission and graduation as stated in the catalogue.

4. Applications for Readmission

Students who voluntarily withdraw from the College are not required to file an application for readmission unless they have attended another college in the meantime. In all cases of withdrawals, however, the College reserves the right to refuse readmission of a student on any grounds deemed sufficient by the College.

The College Load

The normal load for a regular college student shall be sixteen or seventeen hours. Hours in excess shall be charged for at the rate of $5.00 per hour.

Veterans

Veterans planning to attend Athens College should obtain certificates of eligibility from the Veterans Administration, to be presented at the time of registration. The certificate must show that it is to be used at Athens College: and it must show the course that is to be pursued, i.e. (1) General Course, (2) Business Administration, (3) Pre-Engineering, (4) Pre-Law, etc. Transfers from other institutions must obtain supplemental certificates. Veterans who have been in an inactive status at Athens College for more than one quarter must obtain a supplemental certificate. Veterans who have been dropped for excessive absences must present a supplemental certificate at the time of registration. The Veteran, at the time of registration, must present his certificate of eligibility to the Registrar. Any veteran not having his certificate at the time of registration is accepted conditionally and is held personally responsible for all obligations until the document is presented.

Requirements for Graduation

The Bachelor of Arts degree is conferred upon all of those who meet the requirements enumerated below. Every candidate must complete, before graduation, 195 quarter hours and secure 195 quality credits. Also for a degree, the student must complete a major and a minor. The required courses, in quarter hours, are as follows:

For Degree	A.B.
Art Appreciation	5 hours
Bible and Religious Education	15 hours
Education and Psychology	10 hours
English	20 hours
*Foreign Language	10 hours
Health and Physical Education	6 hours
History	10 hours
Mathematics	10 hours
Music Appreciation	5 hours
Physical Sciences	10 hours
Public Speaking	3 hours
Social Sciences	10 hours
Electives	81 hours
Total	195 hours

Of the elective hours, 15 are free but should be distributed over the last two years of candidacy. All remaining elective hours, in excess of major and minor programs, are subject to approval by the Dean.

Only one-fourth of the above may be taken by extension.

The faculty reserves the right to make certain exceptions to the above requirements when facts warrant it.

Professional Teaching Certificates

In accordance with the laws enacted by the Alabama Legislature and rules of the State Board of Education, upon the recommendation of the President of the institution, Secondary Professional Teachers' Certificates are issued without further examination to graduates of the regular collegiate course who have successfully passed a minimum of courses in pedagogical instruction, designated and approved by the State Board of Education.

*A student who does not present two years of a high school language will be required to take two quarters of the elementary work before beginning the required courses.

PRE-PROFESSIONAL PROGRAMS

A full course of four years leading to the B. A. Degree is the best preparation for those who wish to enter a professional school. However, those students who wish to enter a professional school will find in the Athens College curriculum courses that will enable them to meet the minimum requirements in the minimum amount of time.

When a student has selected the professional school he wishes to attend he should consult with his adviser and with the Dean regarding the entrance requirements of that school.

Pre-Agriculture. Considerable basic work may be done at Athens College in preparation for a degree program in a school of agriculture. This work consists of courses in English, mathematics, science, and social science.

Pre-Dental. Many schools of dentistry either require or urge more than two years of college work for admission. Students who wish to prepare for admission to a school of dentistry should confer freely with the Dean and his adviser with reference to courses and plans for transfer.

Pre-Engineering. A student may do one or two years of basic work at Athens College in preparation for entering a school of engineering. Work that may be done consists of English, mathematics, science, and social science. The program of studies should be planned with reference to entrance requirements of the school of engineering which the student plans to attend.

Pre-Law. Schools of law generally recommend a four year college course leading to a baccalaureate degree as the best preparation for the study of law. However, students are admitted to many law schools if they have two years of college work. Athens College offers a six quarter pre-law program consisting of courses in English, mathematics, psychology, social science, and speech.

Pre-Medical. Most schools of medicine require a prospective medical student to complete a curriculum leading to the baccalaureate degree. They prefer a well rounded program and require certain courses in biology, chemistry, and physics. Athens College provides ample guidance for students who desire to enter a medical college.

Pre-Pharmacal. Athens College provides a one year course in pre-pharmacy consisting of basic courses in English, mathematics, chemistry, and biology.

Pre-Seminary. Students preparing for the ministry should plan their course of study with reference to the seminary entrance requirements. A liberal arts education leading to the bachelors degree is recommended. While a major in religion may be accepted, a major in one of academic subjects may be preferred.

Courses of Instruction

NUMBERING OF COURSES

Courses numbered from 1 to 19 are Freshmen; from 20 to 29 are for Sophomores; and are the junior college curricula. Freshmen and Sophomores shall complete their junior college requirements first and will not be allowed to take senior college work without special permission from the Dean of the College.

Courses numbered from 30 to 39 are for Juniors; from 40 to 49 are for Seniors; and are the Senior College curricula. Juniors and seniors shall not be allowed to take Junior college work without special permission from the Dean of the College.

Courses numbered 50 or above are reading or activity courses and are open to any student.

The number of a course is not followed with a letter unless it is a course continued for more than one quarter. a, following the number of a course indicates the first quarter of a course that continues more than one quarter; b, the second quarter; c, the third quarter. Thus: Eng. 1a is the first quarter of English 1; Eng. 1b is the second quarter of English 1; Eng. 1c is the third quarter of English 1.

All courses meet five times per week and carry five quarter hours credit unless otherwise specified after the course.

Departments

ART

Courses in art are designed to meet the needs of those students who wish to develop a better understanding of art and for those students who wish to develop creatively through experimentation.

Minor

An art minor consists of thirty quarter hours including the following courses:

Freshman

Art 1 ..... 5 quarter hours

Sophomore

Art 10a ..... 3 quarter hours
Art 10b ..... 3 quarter hours

Junior

Art 20a ..... 3 quarter hours
Art 20b ..... 3 quarter hours
Art 30 ..... 5 quarter hours

Senior

Art 40 ..... 4 quarter hours
Art 41 ..... 4 quarter hours

1. **Art Appreciation.** An introductory survey of art: its nature, kinds, practical usage, and general historical development. Prerequisite for all other art courses. 5 hours credit.

10a. **Elementary Drawing.** A comprehensive elementary course in the technique of drawing with problems in design, perspective, and pictorial composition. 3 hours credit, 5 hours classwork.

10b. **Drawing.** Continuation of preceding course with problems in still life, landscape, and figure composition. 3 hours credit, 5 hours classwork.

20a. **Elementary Painting.** Painting in charcoal, pastel, water color and oil with emphasis on the nature of the painting media. 3 hrs. credit, 6 hrs. classwork.

20b. **Painting.** Continuation of preceding course with emphasis on creative painting. 3 hrs. credit, 6 hrs. classwork.

30. **History of Art.** A survey of the history of art from the beginning of civilization through modern art. Lectures with illustrative slides. 5 hrs.

40. **Advanced Drawing.** Advanced work in creative design and drawing with individually selected projects. 4 hrs. credit, 5 hrs. classwork.

41. **Advanced Painting.** Advanced work in creative painting with individually selected projects. 4 hrs. credit, 5 hrs. classwork.

BIOLOGICAL SCIENCES

A major in Biology is offered by the department and may be obtained by completing forty-six quarter hours including Biol. 1 and 2. A minor in Biology may be obtained by completing thirty quarter hours, including Biol. 1 and 2. A schedule for a major in Biology is as follows:

Freshman

Biol. 1.....5 quarter hours
Biol. 2.....5 quarter hours

Junior

Biol. 31a.....5 quarter hours
Biol. 31b.....5 quarter hours
Biol. 33.....5 quarter hours

Sophomore

Biol. 21.....5 quarter hours
Biol. 22.....6 quarter hours
Biol. 23.....5 quarter hours

Senior

Biol. 41.....5 quarter hours
or
Biol. 42.....5 quarter hours
or
Biol. 43.....5 quarter hours

1. **General Botany.** The aim of the course is to acquaint the student, by means of a study of the plant kingdom with some of the fundamental principals of life. Three lectures and two laboratory periods. 5 hrs.

2. **General Zoology.** The aim of the course is to acquaint the student, by means of a study of the animal kingdom with some of the fundamental principles of life. Three lectures and two laboratory periods. 5 hrs.

21. **Comparative Anatomy of Vertebrates.** A comparative study of the structure of a few type forms of vertebrates. Of special interest to pre-medical students. 3 lectures and 2 laboratory periods. Prerequisites: Biol. 1 and 2 or at least 6 hours in Zoology. 5 hrs.

22. **Embryology.** A study of the development of vertebrates. The chick is the chief study in the laboratory. 3 lectures and 3 laboratory periods. Prerequisites: Biol. 21. 6 hrs.

23. **Entomology.** An introduction to insects emphasizing structure, development, behavior, and economic aspects. Distribution, environmental relations and identification of major insect groups will be included. 3 lectures and 2 laboratory periods . Prerequisites: Biol. 1 and 2. 5 hrs.

31a. **Human Physiology.** A study of the functions of the organs of the body. Muscles, nerves, blood, circulation, heart action and control, and respiration are taken up. 3 lectures and 2 laboratory periods. Prerequisites: Biol. 1 and 2. 5 hrs.

31b. A continuation of 31a. Topics studied are: foods and digestion, endocrine glands, excretory organs, sense organs, central nervous system, reproduction. 3 lectures and 2 laboratory periods. Prerequisites: Biol. 1 and 2. 5 hrs.

33. **History of Biology.** The early work in plant and animal study and the discoveries in science which have made possible our increased knowledge of living things. Five lectures. 5 hrs.

41. **Animal Histology.** A study of the cells and tissues of the animal body. Three lectures, 2 laboratory periods. 5 hrs.

42. **Micrology.** Laboratory methods used in preparing plant and animal tissue for microscopic examination. 1 lecture and 4 laboratory periods. 5 hrs.

43. **Epidemiology.** A study of the history of the great epidemics. 5 lectures. 5 hrs.

47. **Methods and Materials Used in the Teaching of Biology in High School.** Open to seniors who are majoring or minoring in Biology. This course does not count toward the required credits needed in Biology but does give credit in Education. (See Ed. 47). 5 hrs.

48. **Observation and Supervised Teaching of Biology in High School.** Prerequisite: Biol. 47. (See Ed. 48).

BUSINESS ADMINISTRATION

DEGREE CONFERRED

Bachelor of Science in Commerce

MAJORS

I—COMMERCIAL EDUCATION prepares for teaching in the commercial department of high schools or junior colleges.

II—BUSINESS ADMINISTRATION prepares for the efficient management of a business organization.

III—ACCOUNTANCY prepares for work in the accounting department of any business organization, for auditing, cost accounting, income tax accounting, or C. P. A. examinations.

IV—SECRETARIAL SCIENCE prepares for a position as Executive Secretary (to business executives, bankers, lawyers, school administrators, political leaders, pastors, and others requiring highly trained secretaries), Medical Secretaries, Social Secretaries.

MINORS

English, Social Science, History, a Romance Language, Mathematics, Music, Education, Biological Sciences, Physical Sciences, Physical Education, Religion and Speech.

Our liberal system of electives enables a student to prepare for teaching in the commercial department of a high school in any state.

CURRICULA

Required of all candidates for the degree of Bachelor of Science in the Department of Business Administration:

English	20 hours
Science	10 hours
Psychology and Education	10 hours
Social Science	10 hours
History	10 hours
Bible and Religious Education	15 hours

Economics	10 hours
Physical Education	6 hours
Accounting	15 hours
Business Law	10 hours
Business English	5 hours
Typing	6 hours

Additional requirements to make a total of 195 hours are required as follows:

For B. S. with a major in Business Administration:

*Business Mathematics	5 hours
Business	25 hours
**Electives	38 hours

For B. S. with a major in Commercial Education (Teaching):

*Business Mathematics	5 hours
Business	15 hours
Shorthand	15 hours
Electives in Education	18 hours
**Electives	15 hours

For B. S. with a major in Accounting:

*Business Mathematics	10 hours
Accounting	25 hours
Business	10 hours
**Electives	23 hours

For B. S. with a major in Secretarial Science:

*Business Mathematics	5 hours
Business	15 hours
Shorthand	25 hours
Typing	2 hours
**Electives	21 hours

Accounting 20. Accounting for Sole Proprietorship. The meaning and purpose of accounting, financial statements, special journals and ledgers, valuation accounts, accrued and deferred items. Credit: 5 hrs.

Accounting 21. Accounting for the Partnership. Continuation of Accounting 20 with emphasis on opening and dissolving partnerships, distribution of profits and losses, and financial statements. Credit: 5 hrs.

Accounting 22. Accounting for the Corporation. Corporation proprietorship, accounts and records, surplus, stocks and bonds, analysis and interpretation of financial statements. Credit: 5 hrs.

Accounting 23. Advanced Accounting Problems. Problems in Cash and Receivables, incomplete date, inventories, investments, in-

*College Mathematics may be substituted for Business Mathematics.
**Sufficient electives in some field to make a minor of 30 quarter hours.

tangibles, liabilities, errors and their correction, receivership accounts and statements, estates and trusts. Credit: 5 hrs.

Accounting 30. Social Security and Payroll Accounting. Social Security legislation; Federal Old-Age Survivors' Insurance Benefits; Taxes for Old-Age Insurance Benefits; Taxes for Unemployment Compensation; Carriers; Withholding for Income Tax Purposes; Computing payroll and preparing records; A project to provide practice in recording wages and taxes thereon under Federal and state laws for a corporation. Prerequisite: Accounting 3. Credit: 5 hrs.

Accounting 31. Cost Accounting. Principles of costing, overhead or burden allocation; Proration and application; Process and specific job systems; perpetual inventories; Wage systems; Departmental manufacturing processes; Compiling cost data; Fixed and apportionable charges; Factory ledger subsidiary to general ledger. Credit: 5 hrs.

Accounting 32. Federal Tax Accounting. A study of the law and regulations pertaining to the more common forms of taxation at the present time, with special reference to Federal taxation of Income. Problems and preparation of blanks. 5 hrs.

Accounting 40. Governmental Accounting. A study of the accounting procedures of governmental organizations. Scope and function; the Budget and Budgetary accounts; Revenues; Receipts and disbursements; Treasury Department accounts; the Fiscal Period; Bond, Sinking, Trust and Agency funds; Financial reports; Audits. Problems. Credit: 5 hrs.

Accounting 41. Selective Accounting. This course varies according to the needs of the particular group, and is intended only for those who know what branch of accounting they are going to follow after graduation. Credit: 5 hrs.

Accounting 42. Auditing. This course includes an extensive analysis of the work and responsibilities of an auditor; the purpose and kinds of audits; systems of internal check, consolidated statements, auditors' reports, investigations and certificates. Credit: 5 hrs.

Accounting 43. Theory of Accounts. This is a course in "Theory of Accounts" as distinguished from a combined theory and practice course. The course is designed to acquaint the students with the general theory of accounts and to aid students in their preparation for the C. P. A. examinations in this subject. Credit: 5 hrs.

Business 1. An Introduction to Business. The meaning of business, the types of business enterprise; communication, transportation, organization and management, buying, selling, paying, personnel. Credit: 5 hrs.

Business 2. Economic Geography. A study of the commercial world; people and occupations; natural conditions and resources; trade; Transportation. Credit: 5 hrs.

Business 20. Advertising Theory and Practice. An introductory course with attention to development and functions of advertising,

media, display, methods of preparing advertisements and illustrations for printing and campaigns. Credit: 5 hrs.

Business 21. Salesmanship Theory and Practice. The development of selling methods; buyer-seller relationship; qualities of effective salesmen; the salesman and his goods, his customers, and his firm; the steps in a sale; overcoming sales objections; sales programs. Credit: 5 hrs.

Business 22. Marketing. A general survey of the field of marketing including such problems as consumer demand; function, methods, and marketing activities of such groups as farmers, manufacturers, wholesalers, jobbers, brokers, retailers; policies; costs, efficiency; trends. Credit: 5 hrs.

Business 23. Office Practice. Testing oneself for an office position; securing a position; working in a general office; working in a private office. Credit: 3 hrs.

Business 30. Office Management. This course deals with an office from the manager's point of view; how organized and carried on; the various departments and their work and organization; office reference books and how to use them; personality in business. Credit: 5 hrs.

Business 31. Corporation Finance. A study of the principles of financing; forms of business enterprises; corporate form and its legal status; various types of capital; basis of capitalization; types of securities; underwriting syndicate; distribution of surplus; receivership; reorganization. Credit: 5 hrs.

Business 32. Money and Banking. A study of the theory and principles of money, credit, and banking; the function and administration of banks; foreign exchange; the clearing house, and the Federal Reserve System. Credit: 5 hrs.

Business 40. Business English and Correspondence. This course covers the parts of speech and their use, punctuation, the use of the right word, letter styles and types, and other methods of communication. Practice in writing letters, telegrams, business papers and reports. Credit: 5 hrs.

Business 41. Investments. This course covers the fundamental principles which underlie all forms of investments and introduces the student to the main problems which each of the more important aspects of the subject present. The course is given from the viewpoint of the investor. Credit: 5 hrs.

Business 42. Business Organization and Management. A study of the problems of organizing and managing a business such as: financial, location, getting started, equipment, merchandising, policies, combinations and reorganizations, wage systems, personnel and control, expansion. Credit: 5 hrs.

Business 43. Filing and Indexing. A study of the types of filing equipment, filing methods, and practical problems in filing and indexing. Credit: 2 hrs.

Business 44. Business Correspondence. Two phases of business writing are considered, (1) the fundamentals of business writing, such as point of view, consideration, construction, compactness, character, correctness, cheerfulness, (2), special problems, such as sales letters, letters of application, collection letters, claim letters, adjustment letters, and reports. Prerequisite: Business 40. Credit: 3 quarter hours.

Business Law 30. Contracts and Negotiable Instruments. Fundamental Principles of Law: its types, divisions, origin, and sources. The general principles covering the law of Contracts. An analytical study of the N. I. L. Cases and problems. Credit: 5 hrs.

Business Law 31. Principal and Agent; Insurer and Insured; Bailor and Bailee; Agency; Common Carriers; Vendor and Vendee; Partnership; Corporation; Property; Landlord and Tenant; Bankrupt and Creditors; Business Crimes. Prerequisite: Business Law 30. Credit: 5 hrs.

Real Estate Law 45. A study of fundamental branches of the real estate business, methods of ownership, types of titles, restrictions upon titles, mortgages, deeds, leases, title insurance and registration. This course deals in a practical manner with most of the subjects in the field of real estate and points out most of the differences between state laws. Prerequisite: Business Law 30 and 31. Credit: 5 quarter hours.

Business Mathematics 1. This course presents the foundational techniques of arithmetic and algebra required by the student of accounting or finance for the solution of the fundamental problems of business. In this course, the emphasis is placed upon the arithmetic processes. Fundamental operations, interest, discounts, and percentage are studied. Students having little or no algebraic background are afforded an opportunity to remove that deficiency during the term. Credit: 5 hrs.

Business Mathematics 20. Mathematics of Finance. Short methods for the accountant; Verifications of Computations by Check Numbers; Fractions; Percentage; Progression; Partnership; Goodwill; Simple Equations; Ratio; Proportion; Application to Commercial problems. Credit: 5 hrs.

Business Mathematics 21. Statistics. An introductory study of the nature and sources of business data and the principles which underlie the selection and classification of such data. Preparation and presentation of such data. Credit: 5 hrs.

Shorthand 20. Gregg Manual. The principles of Gregg shorthand Easy business letters are given early in this course. Credit: 5 hrs.

Shorthand 21. Gregg Manual. A continuation of Shorthand 20. Completion of the Manual. Dictation. Prerequisite: Shorthand 20. Credit: 5 hrs.

Shorthand 22. Dictation and Transcription. Dictation of easy letters and short, easy articles, with some time devoted to transcription of shorthand places and dictated material. Prerequisite: Shorthand 21. Credit: 5 hrs.

Shorthand 30. Dictation and Transcription. Dictation of letters, business papers, and articles to prepare the student for general work as an efficient stenographer. Prerequisite: Shorthand 22. Credit: 5 hrs.

Shorthand 31. Dictation and Transcription. Dictation of articles, editorials, and other material in preparation for speed as a reporter or a private secretary. Prerequisite: Shorthand 30. Credit: 5 hrs.

Typewriting 1. Principles of Touch Typewriting. A course for beginners. Credit: 2 hrs.

Typewriting 2. Principles of Touch Typewriting. A continuation of Typewriting 1. Credit: 2 hrs.

Typewriting 3. Practical Typewriting. The typewriting of letters, reports, financial statements, legal documents, rough draft, and MSS. Prerequisite: Typewriting 2. Credit: 2 hrs.

Typewriting 40. Lengthy articles are typewritten for speed and accuracy. Prerequisite: Typewriting 3. Credit: 2 hrs.

Penmanship 1. Muscular Movement Writing. Attention is given to position, movement, and letter formation. The Palmer and Zaner methods of muscular movement writing are discussed and compared. Credit: 2 hrs.

EDUCATION AND PSYCHOLOGY

A minor in this department consists of not less than thirty quarter hours and not more than forty quarter hours planned in consultation with the head of the Department. A suggested schedule for a minor in this department is as follows:

Freshman		Sophomore	
Ed. 2	5 quarter hours	Ed. 20	5 quarter hours
		Ed. 21	3 quarter hours
		Ed. 22	3 quarter hours
		or	
		Ed. 30	3 quarter hours

Junior and Senior	
Ed. 33	5 quarter hours
Ed. 37	5 quarter hours
Ed. 35	5 quarter hours
or	
Ed. 36	5 quarter hours

Students who wish to qualify for a Teachers Certificate should schedule Education 47 and 48 during the Senior Year.

Ed. 2. **Introduction to Education.** A comprehensive survey of the nature and scope of public education in the United States; its development; the relationships between federal, state and local schools; school administration, supervision and teaching. Special emphasis on lesson planning and methods of teaching. Open to freshmen and others. Credit five quarter hours.

Ed. 4. **Classroom Management.** A comprehensive study of the nature and scope of classroom management; discipline, seating, heating, lighting, ventilating, making of class schedules, keeping of records, etc. Open to freshmen and others. Credit five quarter hours.

Ed. 20. **General Psychology.** A scientific study of the activities of the individual; the nervous system, imagination, thinking, memory, learning, perception, inheritance, etc. Special emphasis is placed upon a thorough knowledge of the general psychological principles involved. Open to sophomores. Credit five quarter hours.

Ed. 21. **Adolescent Psychology.** Educational and psychological problems involved in the guidance of adolescents, inheritance and environment, intelligence, emotions, imagination, thinking and reasoning, learning, and special emphasis on social adjustments. Prerequisite General Psychology. Credit three quarter hours.

Ed. 22. **Child Psychology.** Educational problems involved in guiding the growth and development of children, habits, attitudes, emotions, learning, reasoning, etc. Open to freshmen and others. Prerequisite either Elementary Psychology or General Psychology. Credit three quarter hours.

Ed. 23. **Applied Psychology.** The purpose of this course is to help students understand, predict, and control the behavior of themselves and others. It is an introduction to the practical uses of psychology in everyday life. Prerequisite General Psychology. Credit five quarter hours.

Ed. 30. **Mental Hygiene.** A comprehensive study of the nature and scope of those psychological principles and practices which lead to normal mental health and well-being. Special emphasis on case studies of mental disabilities for the purpose of emphasizing the importance of healthful mental habits, attitudes and controls under trying situations. Prerequisite General Psychology. Credit three quarter hours.

Ed. 32. **Social Psychology.** Group guidance in the development of healthy adjustment to individuals, organizations and institutions which are essential for effective living in adult society. Adjustment inventories and personality tests are used in connection with directed reading and personal conferences. Credit three quarter hours.

Ed. 33. **Educational Psychology.** A study of the behavior of the students, the facts of the learning process and the application of methods and results of experimental psychology to classroom instruction. Prerequisite General Psychology. Credit five quarter hours.

Ed. 35. **History and Philosophy of Education.** A comprehensive survey of the nature and scope of the development of the educational systems of Greece, Rome, the Middle Ages and Modern Nations with particular emphasis upon the principles and practices involved relative to administration, supervision, and classroom teaching. Prerequisite Introduction to Education. Credit five quarter hours.

Ed. 36. **History of Education in the United States.** The purpose of this course is to make a thorough study of the origin and development of the public school system in the United States; the ideas brought over by the settlers and others and their evolution into the American School System including the nursery through the university and adult education. Prerequisite Introduction to Education. Credit five quarter hours.

Ed. 37. **Principles of Teaching in High School.** A course in general methods and techniques of teaching in secondary schools; scheduling of classes; large and small unit, topic, problem, and project methods of lesson planning and teaching. This also will be looked upon as a foundation for subsequent courses in special methods. Prerequisite Introduction to Education. Credit five quarter hours.

Ed. 43. **Principles of Secondary Education.** This course is a study of the high school as an institution with emphasis upon the problems of the curriculum, extracurricular activities and upon the function of secondary education in American democracy. Prerequisites Introduction to Education and Principles of Teaching in High School. Credit five quarter hours.

Ed. 45. **Tests and Measurements.** A course designed to give administrators, supervisors and teachers the knowledge and skill necessary to use tests, scales and other modern measures in improving classroom instruction in secondary schools. Credit five quarter hours.

Ed. 46. **Curriculum Construction.** A course designed to familiarize the student with the most effective methods of constructing courses of study and curricula of different kinds; the methods and techniques of teaching these in major or minor fields and to give guidance in the use of specific instructional materials. Credit five quarter hours.

Ed. 47. **Materials and Methods of Teaching.** The name of the course is to be completed by the Head of the Department in which the student has his major or minor and desires professional credit for same toward a teaching certificate. Special methods in the teaching of major or minor subject matter courses are required for teacher certificate qualification in secondary education. These courses are under the supervision of the Heads of the Departments and their descriptions will be found among the courses of the several departments. Consult them for information about these courses. Education courses are not counted as a part of the total number of quarter hours for a major or minor and the number of quarter hours credit for these special methods courses will be determined by the Head of the Department concerned.

Ed. 48. **Observation and Practice Teaching.** Supervised observation and practice teaching in high schools in the student's major or minor fields. This will include making lesson plans; teaching same and follow-up conferences with the Instructor and others concerning the effectiveness of his observation and practice teaching work. Prerequisite Ed. 47. Credit five quarter hours.

ENGLISH

The major program comprises these courses:

Sophomore	Junior
English 20a-b.....10 quarter hours	English 30a-b-c.....9 quarter hours
	English 32a-b-c.....9 quarter hours
	English 34a-b.....6 quarter hours

Senior

English 40.....5 quarter hours
English 42a
or
English 42b.....5 quarter hours
English 44.....3 quarter hours
English 46.....3 quarter hours

The minor program in English comprises these courses: English 20a-b; English 30c; English 32a-b-c; English 36; English 40; English 42a or English 42b. A total of thirty-seven hours.

In addition, each student in either the minor or the major program must take, at the expected level, Speech 1 and Speech 2.

NOTE: In course numbers, use of the hyphen indicates continuation of a course; the comma indicates a choice on the part of the student.

A. **Remedial English.** If placement scores indicate inadequate foundation for college work in English, registrants will enroll for this course, not for English 1a. Credit, none.

1a-1b. **Freshman English.** Designed to give the students some conception of the significance of communication and to train them in the correct and effective use of English through the commonly used forms of composition and reading. English 1a must precede English 1b. A prerequisite for all subsequent courses in English. Credit, ten hours.

1c. **Guidance in English Fundamentals.** A course designed to guide the student in reading and to extend his knowledge of the fundamentals of composition. Required of all students who are, in the judgment of the staff, unable to do English 1a-b successfully. This course is in no respect a substitute for English 1. Credit, three hours.

20a-b. **A Survey of English Literature.** Concerning the English people—their thought, their life, their varying attitudes as expressed in their literature. Concerning the selections—their contents, their types, and their significance in literary history. Credit, ten hours.

30a-b-c. **Literature of the Eighteenth Century.** A study of the literature against the social background of the period—the emergence of the town from increasing industrialization; the political, religious, and literary theory as an outgrowth of the various schools of philosophy. The first part of the course considers the neo-classic literature; the second, the emergence of the novel; the third, the Pre-Romantic Movement. Credit, nine hours.

32a-b-c. **American Literature.** Selections are read for their content, their literary aspects, their relations to the political, religious, and social environment. The first part of the course extends to Irving; the second, through Whitman; the third, through Henry James. Credit, nine hours.

34a-b. **Nineteenth Century Prose.** The first half of this course treats of the informal essayists. They are read for their content, their relation to the history of the type, their response to environment, and their literary merit. The second half considers the novel. Representative works are read for their development of this type, their relation to other literary forms as an outgrowth of social factors, their artistic significance. The first part of this course is to be taken after the student has completed English 30a. Credit, six hours.

36. **English Grammar for Teachers.** A study limited to current formal English. Planned especially for prospective teachers. Credit, five hours.

38. **Advanced Composition.** Designed for the English minor or major who wishes to devote time and practice to the writing of various literary types. Credit, five hours.

40. **The Romantic Poets.** A study of the poetry of Wordsworth, Coleridge, Shelley, and Keats. Students who have completed English 30c may take this course. Credit, five hours.

42a, b. **Shakespeare.** The tragedies: three plays are studied in their essential respects. Two are read collaterally as the basis for reports. The comedies: three plays are likewise studied and two used as the basis for reports. One half of this course is required; the other half may be elected. Credit for one half of the course, five hours.

44. **Victorian Poetry.** A survey of the major and minor poets for content; their relation to social, economic, and religious factors; their significance in modern thought and action; their literary achievement. Credit, three hours.

46. **Modern Poetry.** Designed to give a knowledge of the content of modern poetry and the forces and movements which produced it. Credit, three hours.

47. **Methods of Teaching English in High Schools.** See Education 47. Credit, five hours.

48. **Observation and Practice Teaching in High School.** See Education 48. Credit, five hours.

49. **Comprehensive Survey and Examination.** Credit, two hours.

FOREIGN LANGUAGES

Recognizing that language is the medium of expression, the courses of this department are planned for two groups of students. First, suitable work is organized for those who are primarily interested in a cul-

tural education, and who realize that only through the language of another people can one fully understand and appreciate their thought and life. Second, plans are made to meet the practical needs of those students who may desire to enter the professions, do graduate work, or come into business contact with our foreign speaking neighbors.

Majors and Minors. Students majoring in French or Spanish will take at least 40 hours of advanced courses beyond 20b. For minors in these subjects 30 hours of advanced courses beyond 20b are required. A combination major consisting of 25 hours of advanced courses in French and of 20 hours in Spanish, or vice versa, may be taken by qualified students.

FRENCH

1a. **Elementary.** Basic vocabulary, pronunciation, essential grammar, structure of simple sentences. 5 hrs.

1b. **Elementary.** Continuation and expansion of 1a. 5 hrs. Prerequisite French 1a or equivalent.

20a. **Intermediate French.** Continuation of 1a-b, broader vocabulary, more advanced grammar and composition, reading of suitable texts. 5 hrs. Prerequisite: 1a-b or equivalent.

20b. **Intermediate French.** Continuation and expansion of 20a. 5 hrs. Prerequisite: 20a or equivalent.

30a. **Moliere.** Selected comedies, with supplementary study of the political, social, and cultural background of XVIIth century France. 5 hrs. Prerequisite: 20b.

30b. **Corneille and Racine.** Selected tragedies. 5 hrs. Prerequisite: 30a.

40a. **Voltaire.** General rapid survey of his writings, intensive study of selections from them, with supplementary review of the political, social, and cultural background of XVIIth century France. 5 hrs. Prerequisite: 30a-b.

40b. **Montesquieu, Rousseau and the Encyclopedistes.** 5 hrs. Prerequisite: 40a.

50a-b. **Modern French Drama.** A study of the drama in XIXth century France, from Hugo's Hernani to Rostand's Cyrano de Bergerac. 5 hrs. Prerequisite: 30a.

60a-b. **Modern French Novel.** A general survey of the French novel in XIXth century, with more careful study of masterpieces by Hugo, Flaubert, Paul Bourget and Anatole France. 5 hrs. Prerequisite: 40a.

70a. **French Lyric Poetry.** Selected poems by Hugo, Lamartine, Alfred de Musset and other XIXth century poets. 3 hrs. Prerequisite: 30a-b.

70b. **Phonetics.** A detailed study of the sounds of the standard French language. 2 hrs.

SPANISH

1a. **Elementary Spanish.** Basic vocabulary, pronunciation, fundamentals of grammar and of sentence structure, translation of simple Spanish into English. 5 hrs.

1b. **Elementary Spanish.** Continuation and expansion of 1a. 5 hrs. Prerequisite 1a or equivalent.

20a. **Intermediate Spanish.** Continuation of 1a-b, broader vocabulary, more advanced grammar and composition, reading of suitable texts. 5 hrs. Prerequisite 1a-b or equivalent.

20b. **Intermediate Spanish.** Continuation and expansion of 20a. 5 hrs. Prerequisite 20a.

30a-b. **Modern Spanish Novel.** Study of the leading novelists of the XIXth centuries, with supplementary readings on the literary and cultural backgrounds. 5 hrs. Prerequisite 20b.

40a-b. **Spanish Novel of the Golden Age.** Special attention to Don Quijote and Novelas Ejemplares, with supplementary readings on the political, social, and cultural backgrounds of the epoch. 5 hrs. Prerequisite 20b.

50a. **Spanish Drama of the Golden Age.** Emphasis on Lope de Vega, Tirso de Molina, Alarcon and Calderon. 5 hrs. Prerequisite 20b.

50b. **Modern Spanish Drama.** A study of the drama of the XIXth and XXth centuries: the Romanticists, Echegaray and the contemporaries. 5 hrs. Prerequisite 20b.

60a. **Spanish-American Civilization.** A general brief survey course on the history, culture and civilization of the Spanish-American countries, with special attention to the commercial aspects of their development and present condition. 5 hrs. Prerequisite: 20b.

60b. Continuation of 60a.

LATIN

The minor program in Latin shall consist of not less than thirty and not more than forty quarter hours planned in consultation with the head of the department.

1a-1b. **The Essentials of Latin Grammar and Composition.** Reading of appropriate selections. 10 quarter hours.

20. **Advanced Latin Syntax.** Reading of Caesar's De Bello Gallico, Book V. 5 quarter hours. Prerequisites: Latin 1a-1b.

21a. **Survey of Cicero's Life and Works.** Reading of selected orations. 5 quarter hours. Prerequisites: Latin 1 or two units of High School Latin on approval of the Dean of the College. 5 hrs.

21b. **Survey of Virgil's and Ovid's Life and Works.** Reading of selections from Virgil's Eclogues and Ovid's Tristitis. Prerequisites:

Latin 1, 21a, or three years of High School Latin on approval of the Dean of the College. 5 hrs.

30. **Latin Epic Poetry.** A survey course with reading of selections from Virgil's Aeneid including the whole of Book VI. 5 quarter hours. Prerequisites: Latin 20, 21, or four units of High School Latin on approval of the Dean of the College. 5 hrs.

31. **Latin Lyric Poetry.** A survey course with reading of Horace's selected odes and a few of Catullus' and Tibullus' poems. 5 quarter hours. Prerequisites: Latin 20, 21, or four units of High School Latin on approval of the Dean of the College. 5 hrs.

33. **The Roman Civilization.** Along with lectures, this course will include extensive reading in English translations of passages of Latin prose and poetry, bearing on the relationship between our present civilization and ancient Rome's. 5 quarter hours. No knowledge of Latin is required. It is open to all students of the college. Social Science students should feel particularly interested.

34. **The Roman Historians.** Special attention is given to Livy and Tacitus. Reading of chapters selected from Ab Urbe Condita and of Germania. 5 quarter hours. Prerequisites: Latin 30 or 31.

40. **Latin Drama.** Reading of selected plays of Plautus and Terentius, following a review of the characteristics of the Greek Drama as revealed in the plays of Aeschilus, Sophocles, Euripides and Aristophanes. 5 quarter hours. Prerequisites: Latin 34.

41. Reading of selections from Pliny, Juvenal and Martial, and Quintilian as Roman representatives of scientific, satiric, and critic writing respectively. 5 quarter hours. Prerequisites: Latin 34.

42. **General Linguistics.** A survey course with special reference to Latin, English, and the Romance Languages. 5 quarter hours. Prerequisites: Latin 1, 20. Students majoring or minoring in Latin, English, or a Romance Language are advised to take this course.

43. **Methods of teaching Latin in High Schools.** 5 quarter hours. Prerequisites: At least 25 quarter hours in Latin in accordance with the Dean's advice.

HEALTH AND PHYSICAL EDUCATION

The purpose of this department is to give opportunity to each student to participate in wholesome activity which meets individual needs and interests that will better his or her mental, moral, and social standards of living; to build and condition the body; and to develop personal and recreational skills for leisure time.

Every student must complete six quarter hours credit in the department of health and physical education. Three of these six hours must be in activity courses.

11. **First Aid.** Lectures, demonstrations, and practice in first aid

techniques. The first six weeks' emphasis is placed on the study of the human anatomy. Credit: 3 quarter hours.

12. **Personal Hygiene.** Aims to improve the quality of human life with emphasis on mental and social aspects of health as well as physical. Credit: 2 quarter hours.

51. **Fall activities.** Two class periods a week. Credit: 1 quarter hour.

52. **Winter activities.** Two class periods a week. Credit: 1 quarter hour.

53. **Spring activities.** Two class periods a week. Credit: 1 quarter hour.

HOME ECONOMICS

1. **Principles of Art and Design.** Application of art and design to all phases of homemaking. 5 hrs.

2. **Textiles.** Fundamental principles involved in the selection and care of textiles. 5 hrs.

3. **Selection and Care of the Wardrobe.** 5 hrs.

4. **Elementary Dressmaking.** Principles of construction and fitting of garments. 5 hrs.

5. **Elementary Nutrition.** A study of the composition of food and its relations to physical development. 5 hrs.

6. **Home Furnishing.** Selection and care of home furnishings. 5 hrs.

MATHEMATICS

These offerings in mathematics are made for the purpose of:

1. Supplying the prerequisites for work in engineering, medicine, and other professions.

2. Providing for those who wish to supplement their high school education in this field.

3. Meeting the requirements of the State Department for the accrediting of teachers of mathematics in the junior and senior high school.

4. Offering an opportunity to those interested in and wishing to pursue their studies in the field, either to attain a major therein or to qualify for graduate work.

Requirements for a major in mathematics of 40 hours must include Mathematics B (Solid Geometry—no credit), 1, 3, 20, 22, 23, and three courses on the Senior college level.

Requirements for a minor in the department of mathematics of 30 hours must include Mathematics 1, 3, 20, 22, and 23.

A schedule for a major in mathematics is as follows:

Freshman		Sophomore	
Math. B	No Credit	Math. 20	5 quarter hours
Math. 1	5 quarter hours	Math. 22	5 quarter hours
Math. 3	5 quarter hours	Math. 23	5 quarter hours
Junior		**Senior**	
Math. 30	5 quarter hours	Math. 40	5 quarter hours
Math. 31	5 quarter hours	or	
		Math. 42	5 quarter hours
		or	
		Math. 43	5 quarter hours

O. **Remedial Mathematics: Algebra.** No Credit. (For students who offer no credit at entrance).

P. **Remedial Mathematics: Plane Geometry.** (This course, meeting five times a week extends through one quarter as one unit. For those students who offer no credit in Plane Geometry). No credit.

A. **Remedial Mathematics: Algebra.** (For students who offer one unit in this subject at entrance). This course treats the fundamental operations, special products and factoring, fractions, first degree equations, functional relations, systems of first degree equations, square root and quadratic surds, quadratic functions and equations. No credit.

B. **Solid Geometry.** This course deals with lines and planes in space; surfaces and volumes of polyhedrons, cylinders, cones, and spheres; the solution of numerous originals. No credit.

1. **College Algebra.** This course deals with equations involving quadratics, progressions, binomial theorem, theory of equations, determinants, and partial fractions. Prerequisite: two entrance units in algebra or Math A. 5 hrs.

3. **Plane Trigonometry.** In additions to trigonometric functions and equations, this course stresses the solution of the general triangle with the use of logarithms and vectors and hence is important to mathematics majors and to majors in the physical sciences. 5 hrs.

4. **Spherical Trigonometry.** This course includes the solution of the right spherical triangle, the solution of the oblique spherical triangle, and applications of spherical trigonometry. Prerequisite: Mathematics 3 and Solid Geometry. Credit: 1 or 2 hours.

20. **Analytic Geometry.** This course includes the study of certain preliminary formulas, straight line, circle, conics, transformation and rotation of axes, polar equations, rectangular coordinates in space, and other systems of coordinates in space. Prerequisites: Math. 1 and 3. 5 hrs.

22. **Differential Calculus.** This course comprises a study of derivatives; maxima and minima; differentials; polar coordinates, motion in a curve, curvature. Prerequisite: Math. 20. 5 hrs.

23. **Integral Calculus.** This course consists of the definite integral; standard formulas for integration and some special devices for integration; geometric and physical applications of the definite integral. Prerequisite: Math. 22. 5 hrs.

30. **Analytic Geometry of Space.** This course consists of coordinates and direction cosines, planes and straight lines in space, the shape of conicoi conicoids, transformation of coordinates, general equation of the second degree. Prerequisites: Math. 20, 22, and 23. 5 hrs.

31. **Intermediate Calculus.** This course embraces partial differentation, applications of partial derivatives; double and triple integrals; infinite series, Taylor's series and Taylor's formula with remainder. Prerequisite: Math. 23. Credit 5 hrs.

40. **College Geometry.** This course deals with the following topics: directed lines and angles, points at infinity, similar figures, loci, properties of a triangle, harmonic ranges and pencils, inversion, pole and polar, orthogonal circles, radical axis—coaxal circles, cross ratio, principles of duality. Prerequisite: Math. 23. 5 hrs.

42. **Theory of Equations.** The topics covered in this course are: Fundamental properties of polynomials, complex numbers, transformation and solution of equations, numerical equations, symmetric functions. Prerequisite: Math. 22. 5 hrs.

43. **Differential Equations.** This course consists of the formation of differential equations, study of the methods employed in solutions of ordinary differential equations; applications to geometry, mechanics, and physics. Prerequisite: Math. 23. 5 hrs.

47. **Methods of Teaching Mathematics.** See Education 47.

48. **Observation and Practice Teaching in High School.** 5 quarter hours. (See Education 48)

MUSIC

The aim of the Music Department is to give the students an appreciation and knowledge of music. The courses are designed for training those preparing to teach and those who may contribute musically to church and community organizations.

Minor

A music minor consists of thirty hours to be selected by the student. A suggested schedule is as follows:

Freshman		Sophomore	
Music 5	5 quarter hours	Music 50	2 quarter hours
Music 6a	5 quarter hours	Applied Music	3 quarter hours
Music 6b	5 quarter hours		
Applied Music	3 quarter hours		

Junior		Senior	
Music 26	2 quarter hours	Music 30	5 quarter hours

5. **Music Appreciation.** An introductory study of music with emphasis upon musical notation, elementary harmony and ear training. The course also includes an acquaintance with music of great composers by means of recordings. A prerequisite to all other music courses. 5 hrs. credit.

6a, 6b. **Elementary Theory, Sight-Singing, and Ear Training.** A continuation of the preceding course with the study of harmony, chord construction, and the recognition of harmonies and melodies. 5 hrs. credit.

26. **Conducting.** A study of the technique of conducting in relation to sacred and secular music with practical experience in college organizations. 2 hrs. credit.

30. **History of Music.** A survey of the historical development of music from the earliest times to the present. 5 hrs. credit.

50. **Choir.** The musical organization of students who sing for college chapels and functions and appear in local and state performances. 1 hr. credit.

Applied Music

1a, 1b, 1c in piano

2a, 2b, 2c in voice—1st year

3a, 3b, 3c in organ

21a, 21b, 21c, in piano

22a, 22b, 22c, in voice—2nd year

23a, 23b, 23c, in organ

One one-half hour lesson per week and three hours practice per week gives one quarter hour credit.

Two one-half hour lessons per week and four hours practice per week gives two quarter hours credit.

PHYSICAL SCIENCES

50a, b, c. **Physical Science.** This course is designed for non-science majors who prefer a one-year's course in the Physical Sciences (Physics and Chemistry) to a year's course in any particular science. It will include the general principles of Chemistry and Physics and their general development and importance in present-day living. The course will not serve as a prerequisite for any of the courses in Chemistry or Physics. 5 hrs.

Physics

1a. **General Physics.** Mechanics and heat. 3 lec. and 2 lab. Prereq. Math. 3. 5 hrs.

1b. **General Physics.** Sound, light, electricity and magnetism. 3 lec. and 2 lab. Prerequisite Math. 3. 5 hrs.

Chemistry

A major in this department consists of not less than forty quarter hours and not more than fifty quarter hours. Requirements for minors are thirty quarter hours with at least ten quarter hours in courses numbered thirty or above. A schedule for a major in this department is as follows:

Freshman		Sophomore	
Chem. 1a	5 quarter hours	Chem. 20a	5 quarter hours
Chem. 1b	5 quarter hours	Chem. 20b	5 quarter hours

Junior and Senior

Chem. 30a	5 quarter hours
Chem. 30b	5 quarter hours
Chem. 31a	5 quarter hours
Chem. 31b	5 quarter hours
Chem. 41a	5 quarter hours

1a-1b. **General Chemistry.** An introduction to the fundamental principles of chemistry. 4 lec. and 2 lab. 5 hrs. Prerequisite: 2 units of high school Algebra or the equivalent.

20a-20b. **Qualitative Analysis.** The separation and detection of both cations and anions in simple substances and mixtures. 2 lec. and 3 lab. Prerequisite Chem. 1b. 5 hrs.

30a-30b-30c. **Organic Chemistry.** The aliphatic and aromatic hydrocarbons, including the laboratory preparation and identification of typical organic compounds. 3 lec. and 2 lab. Prereq. Chem. 1b. 5 hrs.

31a-31b. **Quantitative Analysis.** The problem side of analytical chemistry as well as the laboratory. Includes both volumetric and gravimetric procedures. 2 lec. and 3 lab. Prereq. Chem. 20b. 5 hrs.

41a-41b. **Physical Chemistry.** Properties of gases, liquids, and solutions, homogeneous and heterogeneous equilibria, chemical kinetics, pnase rule, colloids, electrochemistry, and thermodynamics. Prereq. Chem. 20b, Math. 30a, and Physics 1a and 1b. 5 hrs.

42. **Qualitative Organic Analysis.** The separation and identification of organic compounds by use of solubility relations and functional groups. 2 lec. and 3 labs. Prerequisite: Chem. 20b and 30b. Credit: 5 hrs.

45. **Electrochemistry.** A fundamental course in theoretical electrochemistry covering electrolytic dissociation, electrolysis, conductance, electrokinetics, electromotive force of oxidation-reduction and concentration cells, and polarization. Prerequisite Chem. 41b. 5 hrs.

46. **Colloid Chemistry.** A fundamental course in theoretical colloid chemistry including practical applications to chemical industry. Prerequisite Chem. 41b. 5 hrs.

47. **Methods of Teaching Chemistry.** See Education 47.

48. **Observation and Practice Teaching in High School.** 5 quar. hrs. (See Education 48).

49. **Survey Course for Chemistry with Comprehensive Examination.** 1-2 hrs.

RELIGION

A major in this department consists of not less than forty quarter hours and not more than fifty quarter hours. Requirements for minors are thirty quarter hours with at least ten quarter hours in courses numbered 30 or above. In addition, all ministerial or pre-ministerial students are required to take Speech 1 and 2. A schedule for a major in this department is as follows:

Freshman

Rel. 1 ..... 5 quarter hours
Rel. 2 ..... 5 quarter hours

Junior

Rel. 31 ..... 5 quarter hours
Rel. 34 ..... 3 quarter hours
or
Rel. 35 ..... 5 quarter hours
Rel. 38
or
Rel. 33 ..... 3 quarter hours

Sophomore

Rel. 22 ..... 5 quarter hours
Rel. 23 ..... 2 quarter hours
Rel. 24 ..... 2 quarter hours

Senior

Rel. 40 ..... 5 quarter hours
Rel. 42
or
Rel. 44
or
Rel. 46 ..... 5 quarter hours

1. **Introduction to the Old Testament.** A brief introduction to each book of the Old Testament, including contents. 5 hours.

2. **Introduction to the New Testament.** A brief introduction to each book of the New Testament, including contents. 5 hours.

20. **Harmony of the Gospels.** A comparative study of the four gospels. 3 hours.

21. **The Life and Message of Paul.** A study of the training, conversion, missionary journeys, and message of Paul; the beginnings of the Christian Church. 5 hours.

22. **Introduction to Religious Education.** Orientation, principles, and institutions of Religious Education; also special attention given to methods and curriculum. 5 hours.

23. **Psalms and Wisdom Literature.** These books are studied with reference to literature and philosophy; some interpretation. 2 hours.

24. **Romans.** An interpretation course, showing Paul's understanding of fundamental Christian teachings. 2 hours.

30. **The Prophets of Israel and Judah.** A study of the beginnings and development of the prophetic movement; and a more detailed study of the background and message of the prophets of Israel and Judah. 5 hours.

31. **The Church in History.** A brief review of the history of the church, emphasizing organized Christianity as a factor in the social order; also a review of the church in America. 5 hours.

33. **History of Methodism.** Gives emphasis to the founding and development of the church in England and its spread to United States. 3 hours.

34. **The Parables of Jesus.** The teachings of the parables, their setting and application. 3 hours.

35. **Church Administration and Management.** This course is designed specifically for ministerial students, directors of religious education, and church secretaries and other church workers. 5 hours.

38. **Christian Doctrine.** The doctrines of Creation, Fall, Kingdom of God, Trinity, Incarnation, Church, Christ, and Sacraments are reviewed. 3 hours.

39. **Christian Teaching and Society.** The teachings of Jesus on social problems and their application to our day. 5 hours.

40. **The Religions of Mankind.** A comparative study of the principal religions in relation to Christianity. 5 hours.

41. **Worship.** The place of worship for youth and some study of worship program, materials and activities in the Young Peoples Department. 2 hours.

42. **Christian Ethics and Psychology.** An introductory survey of the field of ethics from the Christian viewpoints; the major factors and problems of religious experience are reviewed psychologically. 5 hours.

43. **Personal Religion and the Individual.** The problems of personal religious beliefs are studied. 2 hours.

44. **The Teachings of Jesus.** This course seeks to find the teachings of Jesus on such subjects as God, Kingdom of God, Love, Righteousness, Possessions, Rewards, Prayer, Family and Humility. 5 hours.

45. **Religion in Philosophic Review.** Emphasis is placed on such issues as: Meaning of truth in religion; the good life and the goods of life; man, civilization, and history; nature and function of religion. 5 hours.

46. **The Bible Literature.** A study is made of the various forms and kinds of Biblical literature. 5 hours.

47. **Methods of Teaching Religion.** This course is designed to help professional workers in the church, and reviews the various methods in their application to church school teaching. 5 hours.

SOCIAL STUDIES

Within the field of Social Studies, a major is offered in History and a minor is offered in History and in Social Science.

History

Major in History. A major shall be not less than 45 hours and shall include the following courses:

Freshman		Sophomore	
History 1a	5 quarter hours	History 20	5 quarter hours
History 1b	5 quarter hours	History 21	5 quarter hours

Junior-Senior

Social Science 30—5 quarter hours
History 30—5 quarter hours
History 31—5 quarter hours
History 41—5 quarter hours
History 40
or
Social Science 40—5 quarter hours

Minor in History. A minor shall be not less than 30 hours. A minor shall include 10 hours in History of Western Civilization, 10 hours in American History (half of which may be in the field of American Government), and 10 hours in Modern European History (half of which may be in the field of International Relations, Social Science 40).

1a. **History of Western Civilization, 1000 B.C.—1500 A.D.** An introductory survey of the cultural development of the Western World during the period indicated, with particular emphasis upon the Hellenic origins of Western Civilization, the important roles played by the Roman Empire and the Medieval Church in the spread and preservation of the Hellenic culture. 5 hours.

1b. **History of Western Civilization, 1500 to the present.** A survey of the development of the Western World from the period of the Renaissance to the present. 5 hours.

20. **History of the United States, 1492-1865.** A survey of American Colonial beginnings, the launching of the nation under the Constitution, and the growth of sectionalism which culminated in the Civil War. 5 hours.

21. **History of the United States, 1865 to the present.** A survey of the development of the American nation since the Civil War, with emphasis on the triumph of nationalism. 5 hours.

30. **History of Europe, 1500-1815.** A survey of the Renaissance and reformation and the subsequent development of Europe out of those movements through the period of the French Revolution and Napoleon. 5 hours. Prerequisite: History 1a.

31. **History of Modern Europe, 1815-1914.** A survey of the period from the fall of Napoleon to the end of World War I. 5 hours. Prerequisites: History 1a and 1b.

40. **History of Europe Since 1914.** A survey of political developments in Europe since the First World War, with particular emphasis upon the rise of Fascism and Communism and the coming of the Second World War. 5 hours. Prerequisite: History 31.

41. **History of the Middle Ages.** The Roman world and the German migrations, Mohammedan and Carolingian expansion, feudalism, with particular emphasis upon the Medieval Church up to the period of the Reformation. 5 hours. Prerequisite: History 1a.

Social Science

Minor in Social Science. A minor shall be not less than 30 hours and shall include 10 hours of Sociology, 5 hours of Economics, 10 hours of American History, and 5 hours of American Government (National). Ten hours of History of Western Civilization (History 1a and 1b) are recommended as a prerequisite to the above courses for a minor in Social Science.

1a. **Alabama History and Government.** A general survey of the history of Alabama with particular emphasis upon its bearing upon present-day state government.

20a. **Introduction to Sociology.** The purpose of this course is to acquaint the student with the fundamental principles of social relations. 5 hours.

20b. **Introduction to Sociology.** A continuation of 20a. 5 hours.

21. **Principles of Economics.** A study of how wealth is produced and distributed in modern society. 5 hours.

30. **American Government.** A study of contemporary American Government on the national level. 5 hours.

31. **American Government.** A study of contemporary American Government on the state and local level. 5 hours.

40. **International Relations and Organizations.** A study of the conduct of foreign affairs, with particular emphasis upon International organizations as a means of maintaining peaceful international relations. 5 hours.

41. **Economic Problems.** A study of present-day financial, agricultural, business, and related problems. 5 hours. Prerequisites: Social Science 21.

SPEECH AND DRAMA

This department affords the student opportunity for thorough study and training in the many areas of Speech and Drama. Through training and developing the body, voice, and mind, the student may come to a better understanding and expression of his own personality. The disciplines of learning the techniques of dramatic art will give the student skills which he may use in his future life work. By studying the great dramas of the world, and the personalities and situations that gave them birth, there may be discovered a clearer insight into what man has thought and is thinking about himself, his world, and his Creator. Special emphasis will be placed on originating and creating new modes of dramatic expression in acting, writing, and pro-

duction in the light of developing the Christian dramatic arts that will have transforming power in life.

A minor in Speech and Drama shall be not less than 30 quarter hours and shall include the following courses:

Freshman		Sophomore	
Speech 1	3 quarter hours	Speech 23	5 quarter hours
Speech 2	3 quarter hours		
Junior		**Senior**	
Speech 33	5 quarter hours	Speech 45	5 quarter hours
Speech 36	5 quarter hours		
Speech 37	2 quarter hours		
Speech 38	2 quarter hours		

1. **Public Speaking.** Developing the ability of self expression before the public through the study and practice of better speech delivery. Study will be made in reading before a group and in leading in worship services. Basic speech techniques of breath control, relaxation, and diction will be included. 3 hours.

2. **Public Speaking.** Continuation of Public Speaking 1. 3 hours.

3. **Acting.** Includes practical training in creating character and interpreting roles through body movement, play reading, and class productions. A brief historical survey of acting will be included. 3 hours.

22. **Introduction to the History of Drama.** Survey course in the growth of drama. Study will be made in the development of theater architecture; social and religious backgrounds of each period will be investigated; review of styles of playwriting and production. Representative plays of each historical period will be studied. 5 hours.

23. **Play Direction and Stage craft.** Basic course in directing and staging plays. Understanding the director's methods in studying and interpreting the play. Study of scenery construction, costuming, lighting, and the various areas of technical work. Projects in directing and backstage work. A notebook will be prepared by each student. 5 hours.

32. **High School Dramatics.** Study of the use of drama in clubs, classroom discussions, assemblies, and class production. Special study of the value of creative dramatics on Junior High level. 5 hours.

33. **Drama in the Church.** Investigation of the purpose of religious drama, reading of modern religious plays, forming and organizing local church drama groups, the use of drama in worship. Each student will have a project in one of these areas. 5 hours.

36. **Radio Production and Direction.** This course includes practical training in producing and directing various types of radio programs—musicals, interviews, news, panel discussions, and dramatic presentations. Laboratory work in campus and local productions. 5 hours.

37, 38, 39. **Field Work.** Supervised instruction in dramatic work in local churches, high schools, civic clubs, and campus drama activities. Play direction prerequisite. 2 hours.

42. **Religious Drama.** An investigation of the development of man's understanding of God, of his relationship to God and his fellow man through the eyes of drama. Reading of Job, oriental drama, Greek tragedy, Christian medieval plays, Shakesperean and Renaissance tragedy, social theater, and modern Christian drama. Review of the historical periods in which each type appeared. 3 hours.

45. **Advanced Play Direction and Stagecraft.** A continuation of speech 23. 5 hours.

47. **Materials and Methods of Teaching Speech and Drama.** 5 hours.

50. **Choric Speech.** The class itself will form a speaking choir. Students will have the opportunity to direct the speaking choir. Study will be made in program building and organization of a speaking choir. Practice selections from Biblical, ancient, and modern sources. 2 hours.

Private Instruction in Speech and Interpretation.

1a-1b-1c. First year, 1 quarter hour per quarter.

21a-21b-21c. Second year, 1 quarter hour per quarter.

31a-31b-31c. Third year, 1 quarter hour per quarter.

41a-41b-41c. Fourth year, 1 quarter hour per quarter.

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